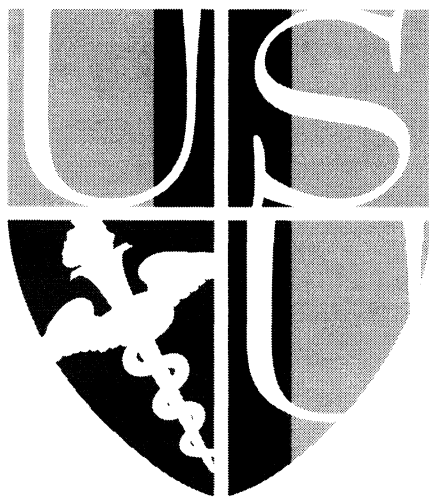


**USUHS
INSTRUCTION
1303**





UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SERVICES



SUBJECT: Interservice Transfer of Medical Officer Students

Instruction 1303

NOV 23 2004

(CMD)

ABSTRACT

This Instruction establishes policies and procedures for the governance of the Board of Review of Interservice Transfers (BRIT), which advises the President, Uniformed Services University of the Health Sciences (USUHS), Brigade Commander (BDE), and the Dean, School of Medicine (DEN) on medical student transfers among the Uniformed Services (Army, Navy, Air Force, and Public Health Service).

A. Reissuance and Purpose. This Instruction reissues USUHS Instruction 1303^a and states USUHS policies and procedures for medical student transfers among the Uniformed Services (Army, Navy, Air Force, and Public Health Service). Army Regulation 614-120^b, Navy Military Personnel Manual 1300-080^c, Air Force Instruction 36-2004^d, and Department of Health and Human Services, Public Health Service, Subchapter CC2-3.3^e, provide instructions on transfers specific to each Uniformed Service.

B. References. See *Enclosure 1*.

C. Policy. The BRIT will advise the President, USUHS, BDE, and the DEN of the nature and merits of a request for an Interservice Transfer. Interservice Transfers are not possible without the concurrence of the losing and gaining Services. Recommendations will be based upon:

1. The best interests of the gaining and losing Services.
2. The advantages and disadvantages to the medical student applying for an Interservice Transfer.
3. The impact of the desired transfer on the required allocation of medical officer graduates for the respective Services.

D. BRIT.

1. The BRIT will be convened by the Commandant (CMD), School of Medicine, to review requests for Interservice Transfers. The BRIT will be convened at the discretion of the CMD, or as directed by the President, USUHS and/or the DEN.
2. The BRIT will be composed of the following members:

VOTING MEMBERS

- a. CMD (BRIT President).
- b. One senior uniformed active duty officer selected from the USUHS staff and/or faculty from each Service (Army, Navy, Air Force, to include the Public Health Service (PHS), if PHS is involved in a transfer).
- c. Associate Dean, Student Affairs (OSA).
- d. A vote will be decided by a simple majority, with the position of minority votes recorded in the minutes and forwarded to the President, USUHS, the DEN, and the BDE.

NON-VOTING TECHNICAL ADVISORS

- a. BRIT Recorder (designated by BRIT President).
- b. Military Personnel Office (MPO) Representative.
- c. Representatives appointed by the Surgeons General of the potentially gaining and losing Services, whose job is to advise the BRIT Committee on the position of their Service on each application for Interservice Transfer. They will participate fully in the interview of each applicant, committee discussions, and report the recommendations of their Services prior to the committee vote.
- d. Company Commanders.
- e. Official visitors attending the meeting.

3. The BRIT members and technical advisors will have available for review:

- a. Minutes of the previous BRIT meeting.
- b. Current status of requests considered at previous BRIT meetings.

4. The BRIT will review applicants' requests for transfer along with their academic and military performance records and the recommendations of the

representatives from the Surgeons General for the potentially gaining and losing Services. The BRIT will interview applicants (if the applicant can attend).

5. The following three categories of recommendations will be used:

Category A (most favorable): "With strongest recommendation for approval."

Category B (very favorable): "With strong recommendation for approval."

Category C (least favorable): "Recommended for approval without comment."

Category D (not favorable): "Not recommended."

6. The BRIT reviews each requested action and accompanying documentation, and formulates a recommendation to the USUHS administration (President, USUHS, BDE, and the DEN).

7. The USUHS administration forwards the recommendation with or without concurrence, to the potentially losing Service and the potentially gaining Service for final determination.

E. Procedures.

1. A medical student is eligible to request an application for an Interservice Transfer after the completion of the first year (MS-I), and before the start of the fourth year (MS IV). Prior to appearing before the BRIT, the student must apprise the Office of the CMD of his/her wish for an Interservice Transfer, and obtain and complete a BRIT Applicant Checklist (see Enclosure 2) from the BRIT Recorder.

2. Each request will be considered on its own merits.

3. Favorable consideration is most likely

to be given to applicants who:

- a. Have prior service in the Service to which he/she desires to transfer.
- b. Have participated in a ROTC program of the Service to which he/she desires to transfer.
- c. Are married or engaged to be married to a member of the Service to which he/she desires to transfer.
- d. Desire training in a specialty not available in the applicant's current Service.

F. Responsibilities.

1. The Applicant shall:
 - a. Be solely responsible for initiating the transfer action and providing the requisite documentation.
 - b. Prepare a draft "Letter of Request for Interservice Transfer." This letter will be addressed to the President, USUHS, Board of Review for Interservice Transfer, with copies to the potentially losing and gaining Services and the Company Commanders at USUHS. There is no specified format for this letter, but it should be typed and clearly explain the reason(s) for the request.
 - c. Initiate appointments for interviews and assistance. Appointments will be accomplished in the following order:
 - (1) USUHS Company Commander of the potentially losing Service.
 - (2) USUHS Company Commander of the potentially gaining Service.

- (3) Associate Dean, OSA.
- (4) Senior officers of potentially losing and gaining Services
- (5) CMD.
- (6) BDE.
- d. Complete BRIT Applicant Checklist (see Enclosure 2), and provide along with all required documents to the BRIT Recorder.
- e. Sign the Privacy Act Statement (see Enclosure 3).

2. The Associate Dean, OSA and/or Assistant Dean, Clinical Sciences (ADC) shall:

- a. Interview applicants to discuss the basic issues prompting the request for transfer.
- b. Provide guidance on medical career planning, graduate medical education, and the impact that the desired transfer may have on the student's remaining curriculum, and application for internship if the transfer is approved.
- c. Provide guidance on other relevant matters, as appropriate.

3. The BRIT recommendations shall be consistent with the guidance presented in Service-specific regulations.

G. Effective Date. This Instruction is effective immediately.



Larry W. Laughlin, M.D. Ph.D.
Interim President

Enclosures:

1. References
2. BRIT Applicant Checklist
3. Privacy Act Statement

REFERENCES

- (a) USUHS Instruction 1303, "Interservice Transfer of Medical Officer Candidates," dated April 27, 1990 (hereby cancelled)
- (b) Army Regulation 614-120, "Interservice Transfer of Army Commissioned Officers on the Active Duty List," dated February 1, 1998
- (c) Naval Military Personnel Manual 1300-080
- (d) Air Force Instruction 36-2004, "Interservice Transfer of Officers on the Active Duty List to the United States Air Force (USAF)," dated July 17, 2003
- (e) Department of Health and Human Services, Public Health Service, Subchapter CC2 3.3 Appointment, Personnel Instruction 5 - "Interservice Transfer of Commissioned Officers"

BRIT APPLICANT CHECKLIST

Name: _____

Service: _____

SSN: _____

Service transferring to: _____ Class: _____

Local address and phone: _____

E-Mail Address: _____

I. Applicant must obtain:

A. A new commissioning physical examination and appropriate lab work.

NOTE: The physical cannot be done too far in advance as it is only good for a year (two years in the USAF), and the transfer process could take that long. Commissioning physicals are offered at the National Naval Medical Center (NNMC).

B. A copy of the Service member's marriage certificate (if available, and request is based on marriage).

USUHS, Commandant's Office
Attn: BRIT Recorder
4301 Jones Bridge Road
Bethesda, MD 20814

II. Applicant must prepare a letter addressed to the BRIT requesting the transfer and outlining the reason why. The letter must be to the BRIT Recorder 10 working days prior to the scheduled BRIT meeting.

III. Applicant must make appointments with the following personnel in the order indicated:

Initials and Date

A. USUHS Company Commander of the potentially losing Service: _____

B. USUHS Company Commander of the potentially gaining Service: _____

C. Associate Dean, Student Affairs: _____

Enclosure 2

D. Senior officer of the potentially losing Service: _____

E. Senior officer of the potentially gaining Service: _____

F. Commandant: _____

G. Brigade Commander: _____

IV. Upon completion, this checklist is to be turned in to the BRIT Recorder. Transcripts, marriage certificate, and letter must be turned in 10 working days prior to the scheduled BRIT meeting. Physical examination results must be turned in prior to package being forwarded to the President, USUHS.

PRIVACY ACT STATEMENT

AUTHORITY: 10 U.S.C. §2114(a), 32 C.F.R. §242.4

PRINCIPAL PURPOSES: To determine your suitability for Interservice Transfer within the Uniformed Services of the United States. This information is for Official Use Only, and will be maintained within the Department of Defense according to Federal laws and regulations.

ROUTINE USES: This information may be disclosed to authorities in the military or Public Health Service to determine qualifications for commissioning; to a congressional office in response to an inquiry made at the request of the individual; to Federal, state, local, or foreign law enforcement authorities for investigation or prosecution of a violation or potential violation of the law; and, to the Department of Justice in pending or potential litigation to which the record is pertinent.

DISCLOSURES: VOLUNTARY; however, failure to furnish information needed to determine your suitability for Interservice Transfer within the Uniformed Services of the United States will result in a denial of the application.

Signature

Date